



KENTUCKY REGISTERED SANITARIAN EXAMINING COMMITTEE

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Matt Rhodes, R.S.
Committee Chair

Kentucky Registered Sanitarian Meeting

Rough River State Park

March 12 and 13, 2014

The Registered Sanitarian meeting at Rough River State Park was called to order on March 12, 2014 by Matt Rhodes at 1:00 pm local time. Those present at the meeting were Vonja Grabeel, Matt Rhodes, Dan Troutman, and Kathy Fowler. Juli Conner joined the meeting later in the afternoon.

Old Business:

The Committee attempted to review the meeting minutes from the November 2013 meeting however, Kathy had inadvertently failed to bring copies for the meeting. The meeting minutes were subsequently approved the following day with edits.

Kathy Fowler updated the Committee on the selection process for the R.S. Secretary position. The personnel action is still pending final approval from the Cabinet.

There was continued discussion regarding the retention of registered sanitarian records. Kathy brought examples of several other Board retention schedules for review. The committee also discussed the development of administrative policies to cover issues such as record retention. The decision was made to draft a template for the development of administrative policies by the board. The group agreed to begin working on a written policy for records retention and complaints. There was an in-depth discussion regarding what documents should be kept in registrant files.

The committee discussed establishing a policy for formally reviewing the regulations for necessary changes. Once policies are established there may still be a need to formalize them within the regulation. The committee would welcome some method to receive/review suggestions made by registrants, however currently there is no formal process for taking suggestions. The committee discussed possibly doing a survey or developing a suggestion box on the Registered Sanitarian homepage.

New Business:

The Committee reviewed the budget from the previous quarter. The committee found what they believe to be a \$2025 dollar miscoded expense. Juli Conner made a motion to accept the presented budget, minus the correction; Vonja

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Grabeel seconded the motion to approve the corrected budget at \$37,706.80. The committee asked Kathy to have the error corrected when she returned to the office. The committee proceeded to vote on the budget with the amended corrections.

The committee discussed the continued use of the e-pay system. The current convenience charge of \$3.00 was discussed and it appears to be covering the cost of use. The committee agreed to continue offering this convenience to registrants at the current rate.

The committee reviewed the two most recent applicants passing exam. Dan Troutman made a motion to accept the new applicants, Kathy Seiber and Jessica Paulin; Juli Conner seconded the motion. All in favor was 4 to 0.

The meeting was adjourned for the day.

The meeting was called to order the following day, March 13, 2014, by Matt Rhodes. The committee formally reviewed the corrected November meeting minutes and approved them for posting.

There was continued discussion regarding the development of policies for the administration of committee functions. The committee discussed if there was a need to have an extended meeting sometime in the future to work on draft policies. The committee agreed to look at this further, after a policy template could be developed. Matt Rhodes agreed to work on a template and send it out for committee review prior to the next quarterly meeting.

The committee discussed the dates for the next meeting. The week of June 16th was the time chosen, and Barren River or Dale Hollow State Park was the suggested location for the next meeting.

There being no further business, the meeting was adjourned.